

California Department of Veterans Affairs

Honoring California's Veterans



Classification: **Activity Coordinator**
Permanent Full Time/ (2) positions
\$2218-\$2696 per month

Location: Veterans Home of California-Barstow

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatements. **Applicants must possess and submit with application, a certificate of attendance in a State Approved Activity Coordinator Training Course.**
SROA/SURPLUS PROVISIONS APPLY.

Duties and Responsibilities:

Plans, coordinates, and carries out activities which involve geriatric patients, including discussion and study groups, reading, gardening, games, exercise, art, music, creative ventures and religious and educational pursuits; assists in developing activity plans to carry out the goals of individual activity programs; plans and recommends program activities to the interdisciplinary team; coordinates activity schedules with other patient services; requests and maintains equipment and supplies; maintains a current record of the type and frequency of activities and the names of patients participating in each activity; prepares routine activity reports documenting the participation of each patient; and develops and maintains appropriate contacts with community resources.

Desirable Qualifications:

- Knowledge of principles, techniques and trends of activity programs.
- Ability to plan, organize and carry out program activities for geriatric residents.
- Demonstrated ability to provide objective and empathetic understanding of the elderly.
- Demonstrates evidence of tolerance, tact and emotional stability.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Veterans Home of California, Barstow
100 E. Veterans Parkway
Barstow, CA 92311
Attn: Angie Reimer

Inquiries:
Voice: (760) 252-6282
TDD: (760) 252-6234

Final Filing Date: Until filled